	Accessing Discoverer Viewer				
1.	Open a web browser (e.g. Firefox, Internet Explorer).				
2.	Go to the FAMIS Home Page (http://banner.uidaho.edu/famis/index.htm).				
3.	Click FAMIS Self Service Current FAMIS Implementation				
4.	Click Discoverer Viewer				
3.	Enter your FAMIS user name in the User Name field.				
4.	Enter your FAMIS password in the Password field.				
5.	Enter PROD in the Database field.				
	<u>Connect Directly</u> 				
	Connect to OracleBI Discoverer				
	To connect to OracleBI Discoverer, click on a connection name or enter your conne				
	Choose Connection				
	Details Connection Description				
	Connect Directly				
	Enter your connection details below to connect directly to OracleBI Discoverer.				
	■ Indicates required field.				
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	■ Password ●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●				
	■ Database prod				
	End User Layer				
	Locale Locale retrieved from browser				
6.	Click the Go button.				
7.	A list of reports that you have access to will appear in the Result List.				
	Note: if there is a report you need access to that does not appear in this list.				
	contact Mike Finkbiner (mikef@uidaho.edu).				

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How to View Reports In Discoverer Viewer

Vorks	heet List						
Search							
Type in a search string to find a specific workbook or result set. Use the drop-down menu to choose between Database and Scheduled Workbooks.							
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2.	Some reports have	parameters.			
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	Values can be sele	ected by either:	:		• Using the
	To find the value, selec	t a filter in the drop down	list and enter a word in the	e text field, then click the	Search For to search
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University of Idaho

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columns visible for a report: a) Expand Tools. b) Enter the n number of rows (from 0-999) and number of columns (from-999). c) Click the Go button next to the Rows and Columns fields. ▼Tools <u>Layout</u> <u>Format</u> <u>Stoplight</u> <u>Sort</u> Rows and Columns Rows 25 9 🛥 Columns 🛛 Go) (0 - 999)(0 - 999)d) If you wish to save these changes, click Save As under the Actions box (near the top of the page). The Save Workbook As screen will appear. This will save this report under your user name in Discoverer. Connect > Workbooks > Save Workbook As Choose a new name for this workbook Indicates required field. Workbook Name fmm labor charges.dis1 **TIP** The workbook will be saved in the root of the folder tree. Example of a report with additional columns in view. 🔿 Up 25 Rows 💌 Down 📎 Rows 1-25 ►Wo Number ►Work Date ►Employee ▶Pay Code ▶COA Work Hours Labor Charge ►Name Labor Account 08-JUL-2010 HATKEV HATTENBURG, KEVEN REGULAR NULL U11008-RAX001-E5210-08POM 39.00 S1000001 1.00 S1000002 01-JUL-2010 BETHAL BETSCHART, HALE L REGULAR NULL U11008-RAX001-E5210-08POM -1.00 -22.00 1.00 22.00 08-JUL-2010 BROMAR BROOKER, MARK A REGULAR NULL U11008-RAX001-E5210-08PON 0.00 0.00 REGULAR NULL U11008-RAX001-E5210-08POM DIAKEV DIAL, DONALD 1.00 19.00 HATKEV HATTENBURG KEVEN REGULAR NULL U11008-RAX001-E5210-08POM 1.00 20.00 MCLMIC MCLAUGHLIN, MICHAEL REGULAR NULL U11008-RAX001-E5210-08PON 1.00 20.00 S1000006 03-JUL-2010 SCHCHA SCHOEFFLER, CHARLES VAC NULL U11008-RAX001-E5210-08POM 6.00 234.00 -6.00 -234.00 08-JUL-2010 SHECHR SHELLEY, CHRIS R NULL U11008-RAX001-E5210-08PO 5.00 195.00 VAC -5.00 -195.00 S1000008 08-JUL-2010 SHECHR SHELLEY, CHRIS R OPS NULL U11008-RAX001-E5210-08POM -5.00 -195.00 5.00 195.00 08-JUL-2010 HATKEV NHL S1000024 HATTENBURG KEVEN REGULAR. LI11008-RCX553-E5210-08POM 7.00 254.00 S1000057 08-JUL-2010 DIAKEV DIAL, DONALD REGULAR NULL U11008-RDX410-E5210-08POM 1.00 38.00 3.00 95.00 S1000084 08-JUL-2010 DIAKEV DIAL, DONALD REGULAR NULL U11008-RCX560-E5210-08POM S1000186 17-JUL-2010 HEUKEN HEUSTIS, KENDALL REGULAR NULL U11008-RDX100-E5210-08POM 2.00 64.00 S1000189 17-JUL-2010 HEUKEN HEUSTIS, KENDALL REGULAR NULL U11008-RDX100-E5210-08POM 6.00 191.00 NULL X14061-QIA301-E5210-10AXX 256.00 S1000231 01-JUL-2010 REDJOH REDDEN, JOHN VAC 8.00 02-JUL-2010 REDJOH REDDEN, JOHN VAC NULL X14061-QIA301-E5210-10AXX 8.00 256.00 05-JUL-2010 REDJOH REDDEN, JOHN VAC NULL X14061-QIA301-E5210-10AXX 8.00 256.00 06-JUL-2010 REDJOH NULL X14061-QIA301-E5210-10AXX REDDEN, JOHN VAC 8.00 256.00 07-JUL-2010 REDJOH REDDEN, JOHN VAC NULL X14061-QIA301-E5210-10AXX 7.00 209.00 12-JUL-2010 REDJOH REDDEN, JOHN NULL X14061-QIA301-E5210-10AXX 118.00 VAC 4.00 S1000233 07-JUL-2010 REDJOH REDDEN, JOHN OPS NULL X14061-QIA301-E5210-10AXX 1.00 47.00 🔿 Up 25 Rows 💌 Down 🤍 Rows 1-25 Sample Report Results

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Change History

Date	Description	Changed By
27 July, 2010	Initial Document	Tim Haight
30 June 2012	Reformatted	Tim Haight
14 Nov 2012	Updated Login Information	Tim Haight